



U.S. Department of Justice

Federal Bureau of Prisons

*Office of the Warden
Post Office Box 1000
Morgantown, West Virginia 26507-1000*

October 8, 2004

MEMORANDUM FOR ALL STAFF

//signed//

FROM: Eric J. Elza, Captain

SUBJECT: **Operational Procedures Memorandum - Visiting Procedures**

1. **PURPOSE:** To implement visiting regulations and outline visiting procedures for the Federal Correctional Institution, Morgantown, West Virginia. The institution encourages visiting by family and friends to maintain the morale of the inmates.
2. **VISITING FACILITIES:** The Visiting Room is located in the institution Administration Building. Furnishings are provided and positioned for informal visitation. The Special Housing Unit visiting will be conducted in the Special Housing Unit Visiting Rooms only.
3. **HOLDOVERS:** Holdovers are ordinarily not housed at FCI, Morgantown. Any holdovers housed temporarily at FCI, Morgantown, will have their visits temporarily suspended if there is no access to the inmate's Pre-Sentence Investigation Report (PSI). If the PSI is available, only immediate family members may visit the inmate in the Special Housing Unit.
4. **VISITING OPERATIONS:** The Visiting Room will be open from 8:00 a.m. until 3:00 p.m. on weekends and Federal holidays, and Friday from 5:00 p.m. through 9:00 p.m. There will be no visiting on Monday, Tuesday, Wednesday, and Thursday. Visitors will be not permitted to enter the Visiting Room until 15 minutes prior to the start of visiting (7:45 a.m. on weekends and holidays, and 4:45 p.m. on Fridays), unless the visitor request to utilize the restroom. No additional visitors will be allowed in the Visiting Room after 8:00 p.m. on Friday, and after 2:00 p.m. on weekends and Federal holidays.
 - A. Other institutional activities will be maintained without unnecessary or extended interference.
 - B. To avoid chronic overcrowding in the Visiting Room, each inmate will be allotted a total of six (6) points the first day of each month. Friday, Saturday, and Sunday visits will be one point (i.e., an inmate receives a visit on Saturday or Sunday, when the inmate is logged out of the Visiting Room, the program will prompt the officer to delete one point). Additional visiting points beyond the total of six (6) points per month must be requested in writing and approved in advance by the Unit Manager.

Once approved, the Unit staff will enter all relevant data into the visiting computer program.

5. TERMINATION OF A VISIT:

- A.** At any time the visiting room exceeds capacity, the Duty Officer will be notified. The Duty Officer is responsible for the routine termination of visits due to crowding. Termination of visits will begin first with those from the local area. No visits should be terminated if alternate means are available.
- B.** Visiting terminations of a non-routine nature involving the violation of visiting regulations, or other disruptive behaviors, on part of visitors or inmates, will be conducted by the Operations Lieutenant in consultation with the Duty Officer.
- C.** The Operations Lieutenant and/or the Institution Duty Officer, may terminate a visit. If a visit is terminated, a written report must be submitted by the Duty Officer to the Warden through the Associate Warden and the Captain.
- D.** After a visit has been terminated, visitors must leave the institutional grounds. If the visitor is riding with someone or someone is riding with them, other accommodations must be made. No children or pets will be left unattended in a vehicle while visiting.

6. NUMBER OF VISITORS:

- A.** Due to space limitations, the maximum number of visitors an inmate may have at any one time, during any one visit, will be limited to four (4) adults. Infants or young children under the age of sixteen (16) are allowed in addition to the four visitors in the main visiting room, but must be accompanied by an approved adult visitor. Visitors for Special Housing Unit (SHU) inmates, who are authorized to visit in the Visiting Room, will be allowed the same number of visitors as the inmates in the general population. Inmates who are being housed in SHU and are not authorized to visit in the Visiting Room will only be allowed one (1) adult visitor at a time.
- B.** All inmates receiving visits will be pat searched prior to entering the visiting area. Every inmate will be pat searched at the termination of their visit. At the discretion of the Visiting Room Officer(s) inmates will undergo visual searches.
- C.** Under no circumstances will the Visiting Room Officer leave the Visiting Room unsupervised.
- D.** All inmates are to wait outside of the Administration Building Door until escorted in by a staff member. **DO NOT ENTER UNTIL CALLED FOR BY STAFF.**

- 7. INMATE DRESS CODE:** Only institutional clothing (Khakis and only institution issued shoes) are authorized in the Visiting Room. All inmates will dress in the appropriate manner, with shirts tucked in. The only items that are allowed are: one (1) belt; one (1) wedding band; I.D. card, one (1) religious medal, one (1) comb, and one (1) handkerchief. Wrist watches are prohibited in the visiting room. Religious headwear, which is approved by Religious Services, may be worn in the Visiting Room.

8. **INMATES HOUSED IN SPECIAL HOUSING UNIT (SHU):** SHU inmates with Low Security or above will not be authorized to visit in the Visiting Room. These inmates will visit in SHU and be restricted to only one approved adult (18 or older) visitor at a time. SHU inmates with Minimum Security will not be restricted from visitation, unless sanctioned by the DHO, and will be escorted to the Visiting Room to conduct their visit in the Visiting Room.

- A. While visiting, SHU inmates will sit in an area designated for SHU inmates. Normally, this area will be the tables directly to the right of the main Visiting Room entrance, next to the Officer's station. The Visiting Room Officers must be able to have visual supervision of these inmates at all times.
- B. All SHU inmates will be visually searched in and out of the SHU and will wear the SHU coveralls.
- C. While in the Visiting Room, SHU inmates will not be allowed to leave their seats, except to be escorted to the restroom.
- D. After the visit is completed the inmate will be escorted back to SHU. During the escort to and from the Visiting Room, the inmate will be handcuffed from the back. Restraints will not be worn by the inmate during the visit.
- E. The Compound Officer will normally be the escorting officer and will utilize the sidewalk between SHU and the Health Services Department, make a right behind Health Services to the stairs leading up to the Administration Building. They will then travel up the stairs and to the back door of the Visiting Room.

9. **VISITING GUIDELINES:** Copies of the Institution's Visiting Guidelines will be given to inmates during their Admission and Orientation (Attachment A). Additional copies will be provided by the Unit Counselor so the inmate may forward them to his approved visitors.

10. **RESPONSIBILITY:**

- A. **UNIT MANAGER:** Visiting lists and special visits are subject to the approval of the Unit Manager. Special visits including those of business visitors, consular visitors, visits from representatives of community groups, clergy, former/prospective employers, sponsors and employment advisors may be approved by the Unit Manager in keeping with the Bureau of Prisons' regulations on such visits. Requests for visits by attorneys will be referred to the Unit Manager and processed in keeping with Program Statement 1315.07, "Legal Activities, Inmate." Attorney visits will ordinarily take place in one of the smaller rooms, located next to the Visiting Room.

If a special visit is to take place at a different time other than the regular visiting schedule, consideration for the visit will be determined if there is a Unit Team member available to supervise the visit.

B. ATTORNEY/CLIENT VISITS:

- 1) SHU inmates will not be denied attorney/client visitation. However, it is required of the attorney to meet the following requirements:
- 2) The attorney must be the "Attorney of Record" for the inmate he/she intends to visit.
- 3) The attorney must have made prior arrangements for the visit through the respective Unit Manager.
- 4) The attorney must establish his/her proper identity and be in possession of a bar card.
- 5) If recording devices are to be used, prior approval must be obtained through the Warden.
- 6) A request to exchange legal documents in the Visiting Room must have prior approval of the Unit Team. A Unit Team member will be present at the exchange, unless other arrangements have been made.

C. Unit Counselor: The Unit Counselor will compile a visiting list for each inmate which consists of immediate family members. The Unit Counselor will enter all visitors in the computerized visiting program and run a hard copy of the visiting list which is to be filed in the appropriate inmate's visiting file. The Unit Counselor will make all changes to the inmate visiting lists, to include admissions and releases. The Unit Counselor is responsible for ensuring that all inmate visitor files are current and up to date. The inmate visiting list should not exceed immediate family (brothers, sisters, mother, father, wife and children), plus 10 other individuals. While the inmate is in Admission and Orientation status, the Unit staff will instruct each inmate to submit a list of proposed visitors.

D. Visiting Room Officer: Routine visiting is under the supervision of the Visiting Room Officer. The Visiting Room Officer shall have all visitors, 18 years of age or older, sign a "Notification of Visitor Form" (BPCUS30); acknowledgment that the guidelines for visitation were provided and declaring that the visitor does not have any articles in his/her possession which pose a threat to the security of the institution. The Visiting Room Officer #1 shall prepare a visiting log and maintain a record of visitors to each inmate. The visitor's signature may be required on that record and shall be required on at least one visiting log or record maintained by the institution. Specifically, the date on which the visit occurred, the identity of the person(s) visiting, and the time that the visitor arrived and departed the institution will be recorded. Officers working this post shall be totally familiar with all procedures contained in this Institution Supplement and in the Post Orders.

F. Visitors will not be permitted to enter the Visiting Room until 15 minutes prior to the start of visiting (7:45 a.m. on weekends and holidays and 4:45 p.m. on Fridays). If a visitor must be summoned from the visiting room to move their vehicle, they will be required to go through the entrance procedures as is normal upon their arrival. Visitors will not be allowed to voluntarily leave the Visiting Room and then return

to the institution. Once they leave the Visiting Room, their visit will be viewed as terminated. Visitors will not be processed after 2:30 p.m. for day visiting, or after 8:15 p.m. for Friday visiting. Visitors will be processed during the 10:00 a.m. count.

- G.** Visitors may not normally be placed on more than one inmate's visiting list. The only exception will be if a visitor is related to more than one inmate. Documentation of this relationship must be on file, along with written approval of the Warden.
- H.** The inmate is responsible for the behavior and actions of their children (age 16 or younger) in the Visiting Room. Children will not be allowed to behave in a manner which disturbs other visitors.

11. OPI: Correctional Services.

**FEDERAL CORRECTIONAL INSTITUTION
MORGANTOWN, WEST VIRGINIA**

VISITING GUIDELINES (GENERAL POPULATION)

INSTITUTION DIRECTIONS:

The Federal Correctional Institution, Morgantown, West Virginia, is located on Greenbag Road, Morgantown, West Virginia. Listed below are the general directions to the institution:

From the north, take I-79 South to I-68, Exit 148, to Exit 1, University Avenue. At the end of the off ramp turn left, go through one traffic light, and at the second traffic light at the bottom of the hill turn right. (This is Greenbag Road.) The institution is approximately one mile on the right side of the road.

From the south, take I-79 North to Exit 148 (I-68). Once on I-68, take Exit 1, University Avenue. At the end of the off ramp turn left, go through one traffic light, and at the second traffic light at the bottom of the hill, turn right. (This is Greenbag Road.) The institution is approximately one mile on the right side of the road.

From the east, (MD, DC, VA) take I-68 to Exit 1, University Avenue. At the end of the off ramp turn left, go through one traffic light, and at the second traffic light at the bottom of the hill, turn right. (This is Greenbag Road.) The institution is approximately one mile on the right side of the road.

WHO MAY VISIT:

Normally, all immediate family members (spouse, children, parents, brothers, and sisters) are approved. Others may be approved to visit. The inmate must see his Unit Counselor for background information forms that must be completed by the potential visitor. The potential visitor must return the form to the Unit Counselor. The inmate is responsible for notifying the visitor of the approval or disapproval to visit and is expected to provide the approved visitor with a copy of the Visiting Guidelines.

Children, under the age of 16, must be accompanied by a responsible adult, who is an authorized visitor or immediate family member at least 18 years of age. Written approval from a parent and/or legal guardian must accompany a visitor who is under the age of 18.

All visitors, with the exception of children under 17, must display photo identification before being permitted into the institution.

The existence of the criminal conviction in itself does not constitute a barrier to proposed visits. Consideration will be given to the nature and extent of the convictions, as weighed against the value of the relationship. Each such case, however, should have the specific approval of the Warden or his/her designated representative.

TERMINATION OF VISITS:

After a visit has been terminated, visitors must leave the institutional grounds immediately. If the visitor is riding with someone or someone is riding with them, other accommodations must be made. No children or pets will be left in a vehicle unattended while visiting.

VISITING LIMITATIONS:

Family visiting is encouraged. Due to our limited visiting area and capacity, the maximum number of visitors who may visit one inmate at a time will be limited to four (4) adult visitors.

Visitors may only be approved to visit one inmate. The only exception will be if a visitor is related to more than one inmate. Documentation of this relationship must be on file, along with written approval of the Warden.

VISITING HOURS:

Visiting room will be open for all inmates on Friday, from 5:00 p.m. to 9:00 p.m. On Saturday, Sunday, and Federal holidays, visiting will be for all inmates, hours are 8:00 a.m. to 3:00 p.m. There will be no visiting on Monday, Tuesday, Wednesday, and Thursday.

Visitors will not be permitted to enter the Visiting Room until 15 minutes prior to the start of visiting (7:45 a.m. on weekends and holidays, and 4:45 p.m. on Friday).

Arrangements may be made, through the Unit staff, for visits on weekdays, if there are special reasons. Special visits may be held between 9:00 a.m. and 3:00 p.m., with supervision provided by Unit staff. Weekday visits will normally be limited to one hour.

LUNCHES:

Visitors may not leave the institution for lunch (or any other reason) and return to resume their visit. The visit will be terminated when the visitor(s) leaves the visiting area. Visitors are not permitted to bring any type of food items into the institution or visiting areas. Food items for babies are allowed. Inmates are not permitted to hold any money while in the visiting room. Visitors will make purchases from the vending machines for the inmate.

REGULATIONS:

Visiting may be conducted only in the visiting room. The display of affection must be kept within the bounds of good taste. Handshaking, embracing, and kissing will be permitted only at the beginning and at the end of the visit. Inmates and visitors will refrain from any action that might

affect the sensitivity or be offensive to others. Failure to comply with this policy may result in the termination of the visit.

We expect decorum in the dress of visitors. Inappropriate attire would include all shorts, halter tops, sleeveless shirts, mini-skirts, see-through clothing, and form fitting shirts or pants (i.e., spandex, stirrups, etc.). If the Visiting Room Officer feels the attire is inappropriate, he/she will contact the Operations Lieutenant who may disallow the visit.

Clear change purses, clear diaper bags, etc., are subject to inspection by the Visiting Room Officer for contraband. No papers, packages, gifts, articles or money may be exchanged during the visit. No toys, games, books, cellular phones, pagers, or newspapers will be allowed to be brought into the institution. Weapons, ammunition, or other articles, including liquor, and illicit drugs are prohibited.

Normally, legal papers may not be examined or signed during the visit. Such transactions should be handled as a matter of record through correspondence or have prior written approval of the Unit Team.

CONFERENCE WITH INSTITUTION STAFF:

Arrangements should be made in advance when a conference with a staff member is desired. Such arrangements should be requested two weeks in advance of the visit and they will have to be confirmed by a letter from the staff member with whom you wish to confer. Upon arriving at the institution, present the Visiting Room Officer with the letter confirming the appointment.

RESPONSIBILITIES:

Please note that each visitor has the responsibility to conform to regulations and requirements stated above. Disregard for these regulations may result in termination of visiting privileges. The Operations Lieutenant and/or Institutional Duty Officer has the responsibility to see these instructions are abided by and has the authority to immediately terminate a visit for any breach of regulations.

PENALTY FOR CIRCUMVENTING REGULATIONS:

Title 18 U.S.C. 191 AND 3571 provide a penalty of imprisonment for not more than twenty (20) years, a fine of not more than \$250,000, or both, to a person who provides, or attempts to provide, to an inmate any prohibited object.

**FEDERAL CORRECTIONAL INSTITUTION
MORGANTOWN, WEST VIRGINIA**

SPECIAL HOUSING UNIT VISITATION

VISITING ROOM HOURS:

Inmates will be allowed to visit on Friday, from 5:30 p.m. to 8:30 p.m. On Saturday, Sunday, and Federal holidays, visiting will be for all inmates, hours are 8:30 a.m. to 11:00 a.m., or 12:30 p.m. to 3:00 p.m. Inmate visitors will be allowed to visit for a two-hour period each day. There will be no visiting on Monday, Tuesday, Wednesday, and Thursday.

Visitors will not be permitted to enter the Visiting Room until 15 minutes prior to the start of visiting (7:45 a.m. on weekends and holidays, and 4:45 p.m. on weekdays).

VISITING ROOM GUIDELINES:

Any inmate housed in SHU, with Low Security or higher, will be required to visit within the confines of the unit in one of two visiting rooms.

Visitors for these inmates will be limited to one (1) adult. No visitors under the age of eighteen (18) will be allowed in SHU.

Once the visitor has completed the intake processing by the Visiting Room Officer and satisfied the requirements as set forth in policy, the Visiting Room Officer will notify the Special Housing Unit #1 Officer or the Operations Lieutenant of the inmate's name and number and the request for escort.

The escorting officer(s) will report to the Administration Building where they will ensure that the visitor has secured all personal effects.

Based upon the special security needs, the visitor's personal property will be restricted to Nitro Tablets (no other medication allowed).

The visitor will then be escorted to SHU where one (1) Officer, outside the sallyport, will conduct the metal detector operations, while another Officer remains behind the group to supervise the remaining visitors.

METAL DETECTOR OPERATIONS (SPECIAL HOUSING UNIT)

All visitors entering the Special Housing Unit will be checked by using the hand held metal detector. If a visitor cannot successfully clear the hand held metal detector, the Operations Lieutenant will be notified.

DATE: October 6, 2004
SUBJECT: Visiting Regulations
Attachment: B, Page 2

ANY VISITORS FAILING THE METAL DETECTION PROCESS THREE (3) CONSECUTIVE TIMES WILL BE REQUIRED TO DEPART THE INSTITUTION IMMEDIATELY. THE VISITOR WILL NOT BE ALLOWED TO ENTER THE SPECIAL HOUSING UNIT FOR ANY REASON.

ALL VISITORS WILL BE ESCORTED TO AND FROM THE ADMINISTRATION BUILDING.

DATE: October 6, 2004
SUBJECT: Visiting Regulations
Attachment: C, Page 1

BP-S629.052 **VISITOR INFORMATION** CDFRM
MAR 2002
U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

Addressee	Institution	Date
Re: (Inmate's Name and Register No.)		

Dear _____:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)		5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? ___ Yes ___ No	6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____		
7. Relationship to above-named inmate		8. Do you desire to visit him/her? ___ Yes ___ No	
9. Did you know this person prior to his/her current incarceration? ___ Yes ___ No			
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.			
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:			
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:			
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):			
14. Driver's License No. and State of Issuance			

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: _____ any record of criminal offenses for which I
(Institution, Location)
have been arrested and convicted, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name) **Parent or Guardian**
(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.

(This form may be replicated via WP) Replaces BP-S629 of Sep 00 To be filed in Inmate Central File, FOI Section 2

